

ORD-3376-71

21 MAY 1971

MEMORANDUM FOR: (All Division Chiefs)

SUBJECT : Modification of the ORD History Covering  
1962 Through 1968

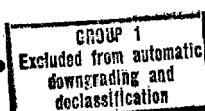
1. The Agency Historical Staff has reviewed the original ORD history, which was edited by [REDACTED] and has made a request for modifications. As it now stands, the history consists of a summary volume supported by six volumes of annexes which describe various ORD projects. While the requested revisions involve all volumes, your support is solicited with regard to changes in the summary volume only (Volume I). 25X1A9a

2. A copy of your Division's input is attached. Please review what has been written in light of the Historical Staff's comments (see paragraph 3). It would be appreciated if you would make some initial notes, ask your secretary to perform some back-up research, cogitate over the material originally presented and your thoughts concerning the notes listed below, and then set aside a short period when you and I can get together to discuss any questions which you may have or any tactics which should be followed in responding to the Historical Staff's request. I shall be happy to come to your office for this discussion if you will have your secretary contact [REDACTED] to set aside a specific time for the meeting. 25X1A9a

3. The Historical Staff has recommended that our revision of the ORD history include the following points:

- a. The organization from the beginning is shown in an uneven manner. It will be necessary to trace the evolution of your Division and show when each change occurred.

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b. The description of your Division should clearly identify the purpose for which it was established; show the definite dates on which work was initiated; and review the range and limits of major problems, including changes in work emphasis (subjects) and the amount of research performed versus the amount of development performed.

c. Your Division's presentation should discuss the kinds of projects to which you devoted your resources, the trends which were affected by established (or altered) research priorities, and the status reached by the end of the periods discussed. This portion should also be accompanied by an explanation of changes in allocations which may have resulted from a change in priorities.

d. Operating principles should be discussed showing the basis on which commitments were made with respect to programs outside of the state-of-the-art, the effects of commercial application, the risk of success, and changes in management or selection of projects that were brought about through experience in risk-taking or exploratory projects.

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e. Changes in the state-of-the-art should be traced covering the subjects of concern. The concluding remarks for the Division's activities should contrast the initial activities with current and planned responsibilities.

The material should be presented in an evolutionary manner rather than in a topical phrase outline manner. The categories of activity should be organized in packages of like or related subject material and not handled as separate contracts or disjointed "cheque" presentations on a year-by-year basis.

4. All of the above will be supplemented by the "Milestones," projects, etc., which have been presented in the other volumes of the ORD history. While several of the supporting volumes require some work such as dating the "Milestones" listed and providing initial and terminal dates, this can be done on a subject-by-subject, question-and-answer basis and in a separate exercise which we hope can be accomplished with the help of the secretaries. In addition, the material in the six annex volumes must be referenced in the general descriptive material which has been discussed above. This also can be handled with the aid of the secretaries.

5. It is understood that the Historical Staff would like to complete the final draft of the Agency history by 15 July 1971. With this in mind, ORD should be melding its input during the week of 21 June. Consequently, it would be appreciated if you would give this matter your early thought so that we can begin discussing any questions that you may have during the last week in May. Every effort should be made to finalize your Division's input and submit it to this office by Thursday, 17 June 1971.

25X1A9a



Executive Officer  
Office of Research and Development

Attachment:

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Distribution:  
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